

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. 40-5/1

3 April 1950

SUBJECT: Requisitioning Procedure

1. Procedure contained in the following paragraphs will, effective this date, be complied with relative to requisitioning supplies, equipment and services from the Supply Branch, Services Division.

2. Requests for supplies, equipment or services will be listed and submitted on Form No. 36-7, as outlined below:

a. Stock Items:

(1) Expendable Supplies: Forward a signed original and one copy of Form No. 36-7 to Chief, Storage and Issue Section, Supply Branch, [redacted] warehouse.

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(2) Non-Expendable Property: Forward a signed original and two copies of Form No. 36-7 to Chief, Storage and Issue Section, Supply Branch, [redacted] warehouse.

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b. Procurement Items: Forward a signed original and two copies of Form No. 36-7 to:

Chief, Supply Branch
Room 206, North Bldg.

c. Class A or B Items: Forward a signed original and two copies of Form No. 36-7 with sufficient justification to:

Chief, Services Division
Room 201, North Bldg.

d. Repairs to Typewriters, Office Furniture and Machines: Any employee may request minor repairs to office machines, typewriters and office furniture by telephoning Extension 480. Requests for major repairs will be made on Form No. 36-7 and submitted to the Chief, Storage and Issue Section, [redacted] warehouse, in an original (signed) and two copies.

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Document No. 2
NO CHANGE in Class. ☒
DECLASSIFIED
CLASS. CHANGED TO: TS S C
DDA MEMO, 4 Apr 77
Auth: DDA REG 17/1763
Date: 024 By: 024

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[redacted]
Captain, USN
Executive